



STANDING ORDERS RELATING TO THE TERMS OF REFERENCE OF THE AUTHORITY, COMMITTEES AND PANELS

1. THE AUTHORITY

To secure an efficient and effective police service and hold the Chief Constable to account for the exercise of his functions and those of persons under his direction and control.

In carrying out its statutory functions under the Police Act 1996 (as amended), the Authority is accountable for the following:-

Service Delivery

- (1) Approve a three year Policing Plan, setting out the strategic direction for the provision of policing services
- (2) Determine the local priorities for policing — after consulting local people and the Chief Constable
- (3) Develop and publish local policing summaries on an annual basis including information about Ministerial Priorities; local policing objectives; local performance targets; and the efficiency plan
- (4) Monitor the performance of the Constabulary against the targets and objectives contained within the Policing Plan and overall performance
- (5) As a 'responsible authority' in line with the Crime and Disorder Act 1998 (as amended), help formulate and implement crime and disorder audits and strategies
- (6) Exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder
- (7) Secure co-operation between forces for the provision of policing services where this is in the interests of efficiency and effectiveness of policing generally
- (8) Consult and obtain the views of the community on policing and their co-operation to prevent crime and anti-social behaviour

People Issues

- (9) Approve and publish an annual People Strategy incorporating a costed Human Resources Plan

- (10) Appoint and dismiss chief officers of the Constabulary and Authority in accordance with the appropriate legislation
- (11) Investigate complaints about the conduct of chief officers or where appropriate refer complaints to the Independent Police Complaints Commission
- (12) Keep itself informed of the workings of the complaints and discipline procedures and have regard to any guidance issued by the Home Secretary
- (13) Consider an annual report on health and safety issues in the Constabulary
- (14) Develop and publish a statutory equality scheme
- (15) Have due regard to the need to:-
 - promote diversity within the Constabulary and Authority;
 - eliminate unlawful discrimination;
 - promote equality of opportunity; and
 - promote good relations between persons of different diverse groups
 - monitor and communicate the use of stop and search powers
- (16) Monitor progress against the Authority's and Constabulary's statutory equality scheme
- (17) Monitor the effectiveness of the Constabulary in complying with the Human Rights Act 1998
- (18) Ensure effective partnership working in accordance with the Children Act 2004

Finance and Procurement

- (19) Hold the police fund and maintain accounts
- (20) Agree the police budget, set the precept, and issue a leaflet to all households explaining the precept
- (21) Decide on an annual basis the charges for the provision of special police services
- (22) Receive grants from any local council within the Authority area either unconditionally or, subject to conditions agreed with the Chief Constable
- (23) Accept gifts of money or gifts and loans of other property, including commercial sponsorship of any activity of the Authority or Constabulary on such terms as appear to it to be appropriate and to consider an annual report on such activity
- (24) Secure best value
- (25) Pay out of the police fund and monitor any damages or costs awarded against the police in respect of torts or in relation to the settlement of a claim
- (26) Consider and ensure appropriate action in response to any internal and external audit reports

Representation and advice

- (27) Nominate one or more members of the Authority to answer questions on the discharge of the Authority's functions at a meeting of a relevant council
- (28) Provide advice and assistance to an international organisation, institution or a police body outside the UK, subject to the consent of the Home Secretary

Ministerial Direction, Inspections and Audit

- (29) Comply with any direction given by the Home Secretary on performance targets for Ministerial Priorities
- (30) Comply with any codes of practice issued by the Home Secretary relating to the discharge of police authority functions
- (31) Comply with any direction made by the Home Secretary following an adverse report by HMIC
- (32) Comply with any direction made by the Home Secretary as to the budget requirement
- (33) Comment on any HMIC report on the Constabulary and ensure that all appropriate action in response to any recommendations is taken by the Authority and the Constabulary

Miscellaneous

- (34) Comply with the requirements of the Freedom of Information Act 2000
- (35) Maintain an effective independent Custody Visiting Scheme
- (36) Maintain a Police Dog Welfare Inspection Scheme

Functional Committees

2. AUDIT COMMITTEE

The Audit Committee is responsible to the Authority for the following functions:-

- (1) Receive the annual Audit Letter; Annual Governance Statement; and associated reports from the Authority's External Auditors.
- (2) Receive reports from the Treasurer and, where appropriate, the Chief Executive, on the efficiency and effectiveness of internal control processes, including probity and to receive internal audit reports in this respect.
- (3) Monitor the development of a corporate governance and risk management framework for the Authority and Constabulary and its implementation.

- (4) To consider and approve the Authority's Statement of Accounts.

3. *ENGAGEMENT COMMITTEE*

The Engagement Committee is responsible to the Authority for the following functions:-

- (1) Develop and monitor the implementation of the Authority's strategies for communication, consultation and engagement to ensure that they remain effective in obtaining the views of the diverse range of local people on policing
- (2) Monitor the performance of engagement mechanisms and citizen focus, and take appropriate action to secure continuous improvements
- (3) Determine the format, content and production of all Authority publications and communication tools
- (4) Promote equality and diversity in its widest sense, within the Authority; the Constabulary; and the delivery of policing services to ensure all services are inclusive, and monitor progress against the statutory equality schemes
- (5) Monitor the effectiveness of the Constabulary in complying with the Human Rights Act requirements
- (6) Monitor the Authority's role and effective participation in Community Safety Partnerships and other statutory partnership working
- (7) Maintain and monitor the operation of an independent Custody Visiting Scheme including arrangements for appointing Custody Visitors

4. *FINANCE COMMITTEE*

The Finance Committee is responsible to the Authority for the following functions:-

- (1) Policy, procedural and financial matters with specific reference to budget strategy and planning.
- (2) Review in year performance against the revenue budget and capital programme and take any remedial actions in accordance with the parameters contained in Financial Regulations such as virements, supplementary estimates or budget reductions.
- (3) Ensure the effective and efficient use of resources taking appropriate action to ensure value for money and efficiency including assessing the action required in response to benchmarking activity.
- (4) Oversee the Authority's asset management strategies.

- (5) Manage the implementation of the treasury management strategy and determine the annual treasury management report.
- (6) Consider and respond as appropriate to Government or other consultations on financial matters.

5. STAFF COMMITTEE

The Staff Committee is responsible to the Authority for the following functions:-

- (1) Consider and determine, as appropriate, any matter relating to Police Officers recognising the discretion provided by Police Regulations and the Authority's role as employer of police staff, recognising the authority delegated to the Chief Constable under the Police Act 1996
- (2) Monitor the operation of the Constabulary's human resource function and progress against the People Strategy (incorporating the annual costed Human Resources Plan)
- (3) Consider and determine appeals to the Authority made in accordance with Police Regulations
- (4) Consider and determine the award of Police Authority commendations
- (5) Determine applications for financial assistance in legal proceedings from officers in the federated ranks, where the estimated costs of providing that assistance may exceed £100,000
- (6) Consider, as necessary, any issues in relation to health and safety matters
- (7) Undertake scrutiny and oversight of grievance procedures and Employment Tribunals cases
- (8) Consider and review the manner in which complaints against police officers and staff have been dealt with
- (9) Receive and consider reports from the IPCC
- (10) To determine all matters in relation to the forfeiture of police pension.
- (11) The dip sampling process for discharging the functions to scrutinise completed complaints files.

Development & Advisory Panels

6. PERFORMANCE & SERVICE IMPROVEMENT PANEL

To consider and advise the Authority on the following matters:-

- (1) Performance against the objectives and measures in the Policing Plan and overall Constabulary performance

- (2) Reports on inspections by HMIC, Audit Commission and other relevant audit bodies on performance and data integrity
- (3) Develop the policing objectives and measures for future years
- (4) Receive and consider reports on direction and control complaints and scrutinise completed complaints files by dip sampling.
- (5) Receive and consider reports on visits undertaken by Members to the three Police Areas and HQ Departments
- (6) The development of co-operation/collaboration between forces and other bodies for the provision of policing services and associated support
- (7) The Authority's property portfolio including the provision of services and performance monitoring of PFI and other contracts
- (8) The development of information technology and management systems
- (9) Issues arising from the corporate development programme.

7. POLICE AUTHORITY IMPROVEMENT PANEL

To provide Member oversight of the business planning process and the Authority's ongoing self improvement programme.

8. POLICING PLAN DEVELOPMENT GROUP

- (1) Identify and provide an overview of the key influences impacting on policing, including the strategic assessment (including risk, threat and harm); engagement activity; and government and partner priorities
- (2) Inform the Performance Panel on how the (1) above should influence the development of the objectives and targets to be included in the Policing Plan
- (3) Oversee the drafting of the Policing Plan and recommend it to the Authority for approval.

9. SCRUTINY GROUPS

To scrutinise an area of activity within the Authority or Constabulary and report findings to the appropriate Committee/Panel.

Specialist Committees

10. REMUNERATION COMMITTEE

The Remuneration Committee is responsible to the Authority for the following functions:-

- (1) Develop, review and operate a Chief Officer Bonus Scheme
- (2) Periodically review and determine, as necessary, the terms and conditions of service relating to the Chief Constable, Deputy Chief Constable, Assistant Chief Constables, Assistant Chief Officer, and the Chief Executive

11. SELECTION COMMITTEE

The Selection Committee is responsible to the Authority for the following functions:-

- (1) Consider and determine the statutory role of the Authority in relation to the selection, interviewing and appointment of the Chief Constable; Deputy Chief Constable; Assistant Chief Constables; Chief Executive; and Treasurer and their terms and conditions of service
- (2) Determine the arrangements for the appointment of a Chief Constable; Deputy Chief Constable; Assistant Chief Constables; Chief Executive; and Treasurer
- (3) Carry out the selection process, including shortlisting and interviewing
- (4) Make appointments on behalf of the Authority

12. STANDARDS COMMITTEE

The Standards Committee is responsible to the Authority for the following functions:-

- (1) Discharge the Authority's functions under Part 3 of the Local Government Act 2000
- (2) Consider and grant, or otherwise, dispensations in respect of Members' Interests in accordance with the relevant regulations
- (3) Promote high standards of ethical behaviour by developing, maintaining and monitoring the Code of Conduct for Members of the Authority
- (4) Advise the Authority on the adoption or revision of the Code of Conduct
- (5) Ensure that Members receive advice as appropriate on the Code of Conduct
- (6) Issue advice to Members on the treatment of personal interests and on conduct matters generally
- (7) Ensure that the Authority maintains appropriate links with the Standards Board for England and the Commission for Local Administration in England (Ombudsman)
- (8) Support the Chief Executive as Monitoring Officer and the Treasurer, in the performance of their duties
- (9) To shortlist and appoint lay members to the Standards Committee

- (10) To advise on the development and review of the Authority's ethical frameworks and associated policies
- (11) To receive an annual report on the payment of Members expenses and allowances, and comment on any proposed changes to the scheme
- (12) To monitor Members' compliance with regards to attendance at mandatory training; completion of statutory returns (eg Members' interests); and attendance at meetings.

NOTE:

In accordance with the Police Act 1996, the Authority is required to have a Selection Panel which reports to the Home Secretary. For information purposes the terms of reference of the Panel are:-

13. SELECTION PANEL

To consider and shortlist applications for appointment as Independent Members of the Police Authority.